

DEPARTMENT OF COMMUNITY SERVICES
CITY AND COUNTY OF HONOLULU

925 DILLINGHAM BOULEVARD, SUITE 200 • HONOLULU, HAWAII 96817
PHONE: (808) 768-7762 • FAX: (808) 768-7792
www.honolulu.gov/dcs



KIRK CALDWELL
MAYOR

PAMELA A. WITTY-OAKLAND
DIRECTOR

SUSAN L. FERNANDEZ
DEPUTY DIRECTOR

January 11, 2018

The Honorable Ron Menor
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

2018 JAN 12 AM 8:36
RECEIVED
CITY CLERK
C & C OF HONOLULU

Dear Chair Menor and Councilmembers:

SUBJECT: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu, relating to budget execution, authorizes the Mayor to establish, fill and allot funds for temporary positions that are not included in the Executive Operating Budget Ordinance, after notifying the City Council. In accordance with the provisions of this ordinance, this notification is hereby submitted for a temporary senior clerk typist position for the Department of Community Services, Community Assistance Division (CAD). Additional required information on this position is as follows:

1. Type of Temporary Position Required:

Senior Clerk Typist

As allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

January 17, 2018 to April 15, 2018, with possible extensions/renewals as required and allowable under the Revised City Charter.

The Honorable Ron Menor
Chair and Presiding Officer
and Members
January 11, 2018
Page 2

3. Cost of the Temporary Position:

\$4,380.00

This calculation is based upon part-time employment and no fringe benefits.

4. Source of the Budgetary Savings Which Will Accrue to Finance the Temporary Position:

Funds for this position are available from the federally funded Section 8 Administrative Fees Account.

5. Unforeseen or Emergency Circumstances Justifying the Need for the Temporary Position:

The senior clerk typist position is needed to assist the Section 8 Housing Choice Voucher program due to the resignation and promotion of other staff. The ongoing workload exceeds the capacity of available staff.

Please call me at 768-7760, should you have any questions regarding this matter.

Sincerely,



Pamela A. Witty-Oakland
Director

cc: BFS Budget Administration Division

APPROVED:



Roy K. Amemiya Jr.
Managing Director